

# 26

## **Time Management Hacks I Wish I'd Known at 20**

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**Product Design & Marketing Consultant**

# 1.

How I spend my Day



How I wish I'd spend my Day



**There's always time.  
Time is priorities.**



# 2.

**“ Only plan for 4-5 hours of real work per day.**

**- David Heinemeier Hansson, 37 Signals**

**Days always  
fill up.**

# 3.

**“ It's normal to have days where you just can't work and days where you'll work 12 hours straight.**

**- Alain Paquin, Whatsnexx**

**Work more when you're in the zone.  
Relax when you're not.**

# 4.

**“ Your time is \$1000/hour, and  
you need to act accordingly.**

**- Jason Cohen, @asmartbear**

**Respect your time and  
make it respected.**

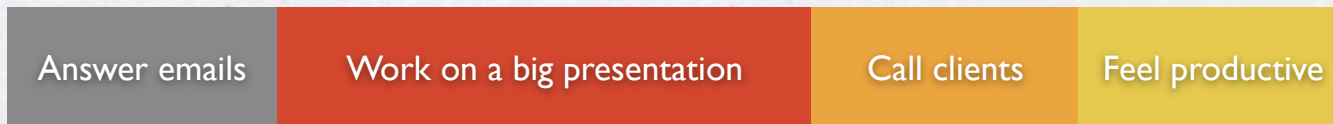


# 5.

## Multi-tasking like a big shot



## Single-treading and home at 5pm



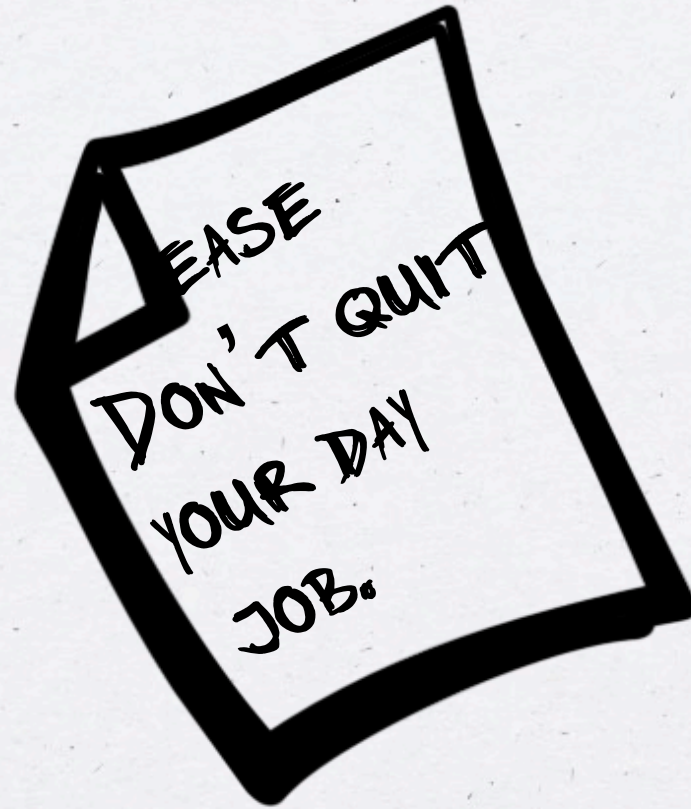
**Stop multi-tasking.  
It merely kills your focus.**

6.



**Set up a work routine and stick to it.**  
**Your body will adapt.**

# 7.



**We're always more focused  
and productive with limited time.**



# 8.

SEND EMAIL  
TO DESIGN  
TEAM

CREATE  
BUSINESS  
PLAN

ORGANIZE  
HOME OFFICE

**Start here**

**Work is the best way to get working.  
Start with short tasks to get the ball rolling.**

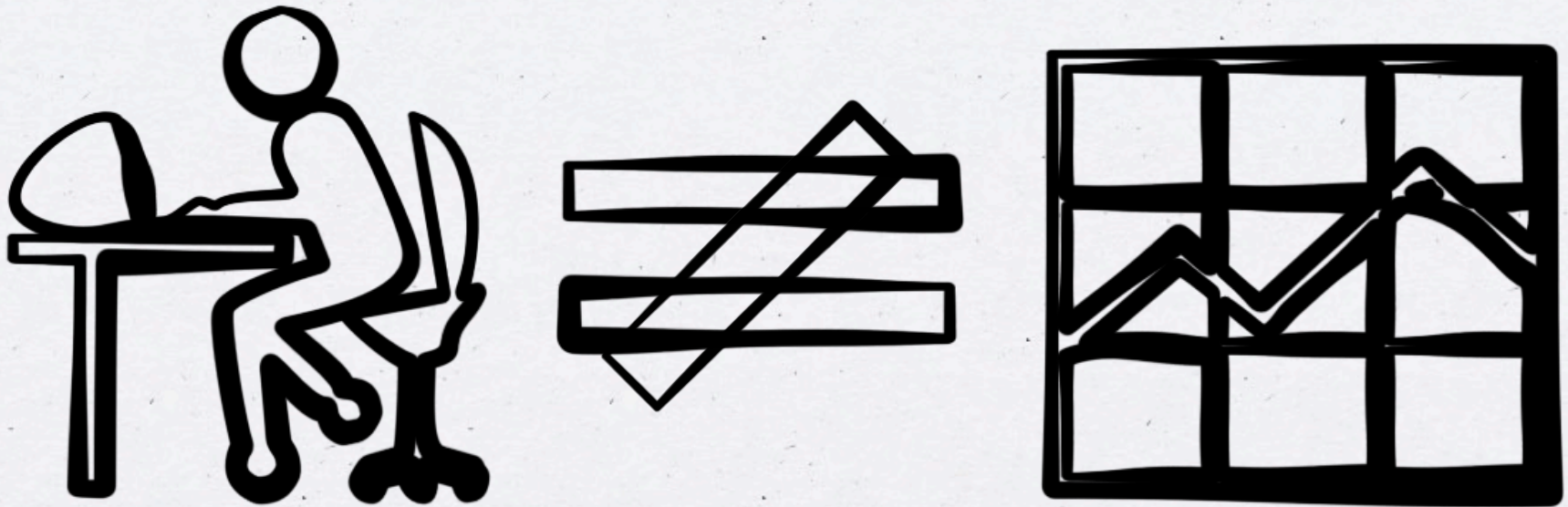
# 9.

**“ Doing is better than perfect.**

- Facebook company motto

**Work iteratively. Expectations to  
do things perfectly are stifling.**

# 10.



**More work hours doesn't mean more productivity. Use constraints as opportunities.**



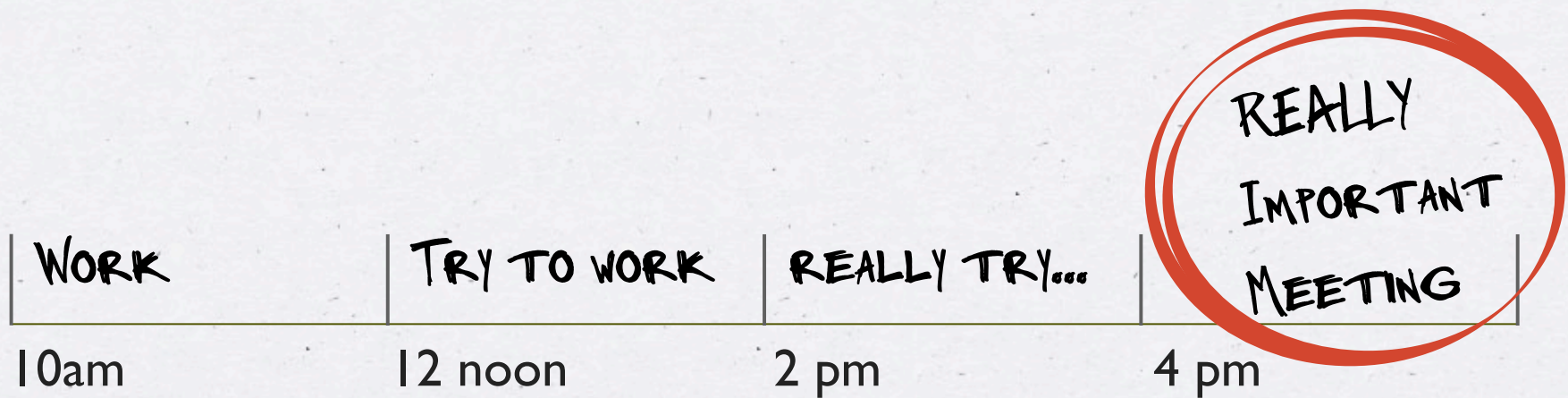
# 11.

**“ Separate thinking and execution to execute faster and think better.**

**- Sol Tanguay, Imarklab**

**Separate brainless and strategic tasks to become more productive.**

# 12.



**Organize meetings early during the day.  
Time leading up to an event is often wasted.**

# 13.

**“ A single meeting can blow a whole afternoon, by breaking it into two pieces each too small to do anything hard in.**

**- Paul Graham, YCombinator**

**Group meetings and communication (email or phone) to create blocks of uninterrupted work.**

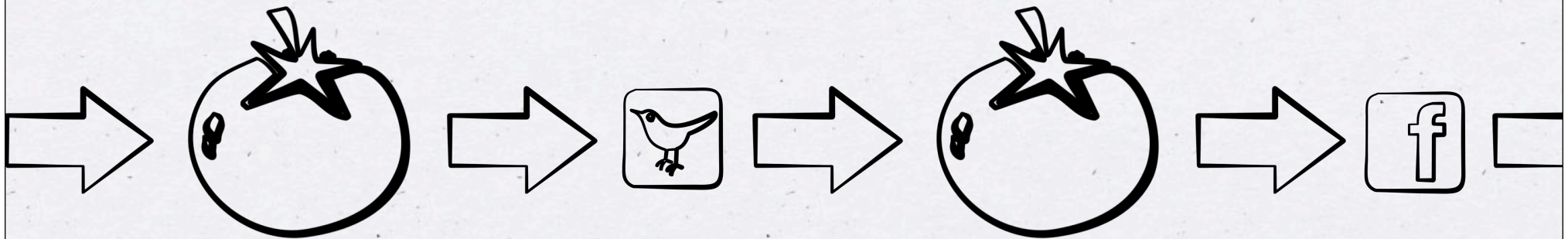


# 14.



**Keep the same context throughout the day.  
Switching between projects/clients is unproductive.**

# 15.



**Work around procrastination. Procrastinate between intense sprints of work (Pomodoro).**



# 16.

**“ Break the unreasonable down into little reasonable chunks. A big goal is only achieved when every little thing that you do everyday, gets you closer to that goal.**

**- Maren Kate, Escaping the 9 to 5**



# 17.

- ☐ BUY MILK
- ☒ OPEN FOREIGN BANK ACCOUNT
- ☐ PERFORM OPEN-HEART SURGERY
- ☐ CLEAN DESK

**No 2 tasks ever hold the same importance. Always prioritize. Be really careful with to-do lists...**

# 18.

**“ Only ever work on the thing that will have the biggest impact.**

**- Jason Cohen, @asmartbear**

**Always know the one thing you really need to get done during the day.**

# 19.



**Break tasks into hour increments. Long tasks are hard to get into; feels like it all needs to get done.**



# 20.

**“ If something can be done 80%  
as well by someone else,  
delegate!**

**- John C. Maxwell, Author**

**Delegate and learn to  
make use of other people.**

# 21.

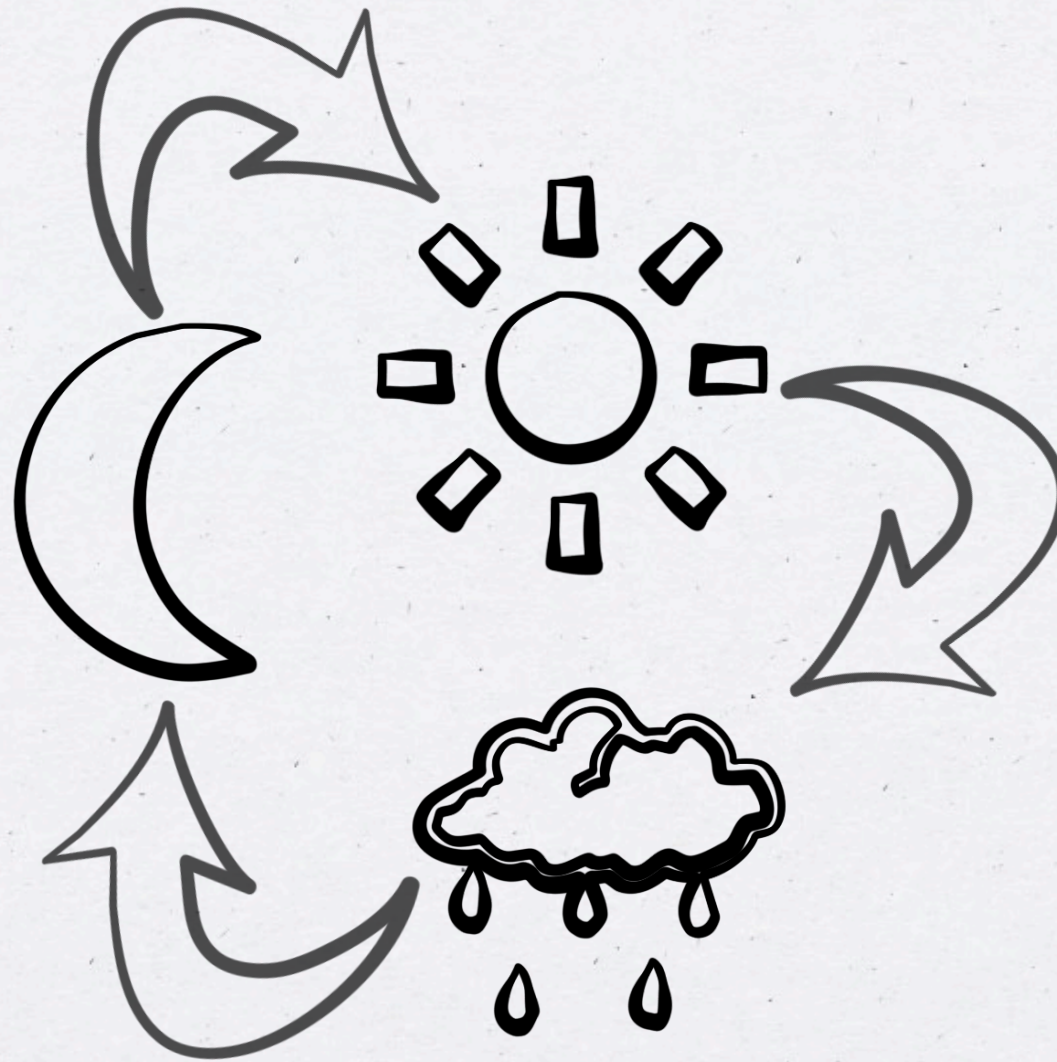
**“ Yesterday’s home runs don’t  
win today’s games.**

**- Babe Ruth, Hall of Fame Baseball player**

**Turn the page on yesterday.  
Only ever think about today and tomorrow.**



# 22.



**Set deadlines for everything.  
Don't let tasks go on indefinitely.**



# 23.



**Set end dates for intense or stressful activities.  
Everything ends at some point.**

# 24.

**“ Get a reminder app for everything. Do not trust your own brain for your memory.**

- Julien Smith, Author

**Always  
take notes.**

# 25.

**“ Write down anything that distracts you- google searches, random thoughts, new ideas, whatever. The point is, if you write them down, they’ll stop bubbling up when you’re in the zone.**

**- Steven Corona, Twitpic**



# 26.



**Take breaks.  
Sometimes.**



# Etienne Garbugli

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Product & User Research •  
User Experience Design • Usability  
Testing • Customer Development



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**Have ideas?  
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## 26 things you can learn by living abroad for a year

What I learned and how it changed me

Etienne Garbugli  
Blogger & Speaker, 21lives.com

21 lives

## Why me?

Why you need someone like me on your  
project

Etienne Garbugli  
User Experience Strategist

## 21 things you might not know about Product Design...

...and if you do, please pretend like  
you don't.

Etienne Garbugli  
Web & User Experience Strategist

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